GM.WHS.30 SITE FENCING

ORIGINAL APPROVAL DATE	August 2014
PROCESS OWNER	Manager People and Culture
RESPONSIBLE SECTOR	Governance
APPROVED BY	General Manager
This document is to be reviewed every two years Next review date: December 2020	

Revision number	Date Approved	Reason for Amendment	Details
1	Aug 2014	Implementation	
2	Aug 2016	Review and Update	
3	Dec 2018	Scheduled review and update	Minor changes reflecting: • update of WHS Regulations 2017 and SafeWork NSW; • removal of some definitions; and • addition of controls 4.2 and 4.3

1.0 Background

This procedure describes the Site Fencing Process and the controls required to be put in to place to ensure the site is secure and members of the public cannot access the area when leaving the site unattended, whether it is overnight, over a weekend or for a short period of time.

2.0 Responsibilities

Senior Management will:

- ensure as far as practical that procedures and systems of work at Council both under direct control and through contracted works (including Contractors and Sub-contractors) take into consideration the safe fencing of worksites through the use of a risk assessment process.

Supervisors and Team Leaders will:

- be actively involved in the risk assessment and implementation of suitable site fencing; and

- ensure warning, emergency contact and Personal Protective Equipment (PPE) signage is installed and maintained in line with the procedure and outcomes of the risk assessment.

Workers will:

- follow this procedure and ensure workplaces have appropriate fencing installed and maintained in line with the procedure and outcomes of the risk assessment.

3.0 Definitions

Construction Site	A ***construction site*** is any site, where construction or maintenance activities are being undertaken. These sites may be under direct control of Council Supervisors or through another Person Conducting a Business or Undertaking (PCBU) contracting to Council for such works. These works can be on an outdoor site or within a Council building or facility, and include the inspection, testing, installation and servicing of equipment.
Contractor	A ***contractor*** is an organisation or person, contracted to provide work, goods or services to Wagga Wagga City Council.
Sub-Contractor	A ***sub-contractor*** is the organisation or person, contracted to provide work, goods or services to a contractor.
Construction Work	***Construction work*** is any work performed in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, refurbishment, decommissioning or demolition of any building, structure or similar activity. It does not include routine or minor testing, maintenance or repair work performed in connection with a building or structure.
Worker	A person is a ***worker*** if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: • an employee; or • a contractor or subcontractor; or • an employee of a contractor or subcontractor; or • an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or • an apprentice or trainee; or • a student gaining work experience; or • a volunteer
Emergency Work	Means a contract for which the tendering/quotation process cannot be undertaken due to the emergency of the situation (i.e. immediate works necessary).
Hazard	A ***hazard*** means something with the potential to cause injury or damage.

Risk	A ***risk*** means the chance of something happening that will have an impact on the achievement of Council's objectives. Risk is measured in terms of consequence and likelihood.
Risk Assessment	***Risk assessment*** is the overall process of risk identification, risk analysis and risk evaluation.
Risk Control Measures	These are a process, policy, device or practice, or other action that acts to minimise negative risk or enhance positive opportunities.
High Risk Work	Includes work involving: • Confined spaces; • Working at heights; • Electrical work; • Construction work; • Trenching/Excavation work; • Demolition work; • Interaction with public/traffic; • Hazardous substances/Chemicals; • Hazardous Materials/Asbestos; and/or • Working alone.

4.0 Procedures

Depending on the workplace – its location, the nature of the work and the type of hazards – site fencing can be located along its entire boundary, around specific hazards, or a combination of these.

Site Assessment
Prior to works commencing, an assessment of the site fencing and signage requirements must be completed. This should be documented in the Risk Assessment or Safe Work Method Statement. Fencing and signage must meet the requirements listed below for the different types of activities.

Council has a Safety and Security Fencing for Construction Sites checklist that can be used to determine if fencing is required, see attached and also available on the intranet.

High Risk Sites

- Any excavation;
- Open pits;
- Manholes;
- Worksites with plant and or materials stored on or adjacent to public roads and near schools or parklands with easy access for children;
- Work involving the use of mobile plant in highly populated and pedestrian areas.
- Tree pits/ holes and irrigation work in the main street
- Irrigation works on major sportsgrounds where the trench/ hole will not be completed that day.
- Hazardous material - asbestos/ unknown material on parks and reserves

- Construction work at venues such as the animal yards, botanic gardens or other visitor friendly site.
- Playground sites (this relates to recreation)

4.1Securing the Work Area

4.1.2 High Risk Site Fencing Requirements

Site fencing for high risk sites must:

- be constructed from suitable, dedicated materials;
- be of suitable height to deter entry, for example 1.8 metres high;
- be difficult to climb;
- be stable and able to withstand anticipated loads; and
- not present a weak point of entry through unsecured gates and joints in the fence.

Excavation Controls

If backfilling is not an option then excavation must be completely covered with plate and hi-vis fencing 1m back from edge. If it cannot be covered then mesh fencing panels must be used with couplings and feet, along with appropriate warning signage.

In securing a trench or excavation, you must consider:

- risks to health and safety arising from unauthorised access to the work area; and
- the likelihood of unauthorised access occurring.

This requirement aims to protect other workers on site who may be at risk by restricting access to the excavation area. It applies in addition to the duty that the person with management or control of the construction site has to ensure, so far as is reasonably practicable, that the site is secured from unauthorised access from members of the public, for example when the site is near schools, parks, shops or other public places.

Open Pit or Manhole Controls

If backfilling is not an option then it must be completely covered with plate and hi-vis fencing 1m back from edge. If it cannot be covered then mesh fencing panels must be used with couplings and feet, along with appropriate warning signage.

Mobile Plant Controls

If the work involves the use of mobile plant in highly populated and pedestrian areas, the plant needs to be secured and mesh fencing panels must be used with couplings and feet, along with appropriate warning signage.

4.1.3 Medium Risk Sites

- Kerb and gutter works;
- Footpath works.

Controls

- If there is potential for slips, trips and/or falls, then hi-vis mesh fencing must be used, when setting up there should be no gaps where members of the public can gain access to the work site

4.1.4 Low Risk Sites

- Road cut-outs less than 100mm;
- Footpath reinstatements;
- Irrigation
- Mobile plant working in low volume roads or rural areas.

Controls

- Mesh fencing panels, signage, paraweb fencing, barrier boards, steel plates are all suitable for low risk/priority jobs.
- In high traffic areas fencing is to have no gaps were members of the public can access the work site
- In rural applications machinery may be parked well off the road with all attachments grounded and any fuel or other storage vessels contained within a machinery perimeter to restrict access.

4.1.5 Site Fencing Storage

It is important to be aware that inappropriate storing of fencing materials can represent a serious risk. This is particularly true of loose panels either stored upright or that are secured at their base and to the adjoining panels, especially ones with signage, shade cloth or other coverings that increase their weight and can catch wind. It is important that they are suitably stored, in particular stacked in a manner that prevents them becoming unstable from wind or from people coming into contact with them.

5.0 Compliance with Site Fencing Procedure

Compliance for Council Management and Staff

All workers are required to comply with this procedure. A failure to comply could be considered a breach and would be dealt with in accordance with Discipline Procedures under the New South Wales Local Government (State) Award.

Compliance for Others (Person Conducting a Business or Undertaking, including contractors and their sub-contractors who work with or on behalf of Council)

Others who carry out works with or on behalf of Council are required to comply with the procedure. A failure to comply could be considered a breach of contract.

6.0 References

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2017
- Code of Practice Excavation Work March 2015
- AS 2601 Demolition of structures
- AS 4687 Temporary Fencing and Hoardings
- AS 1725 Chain link fabric security fencing and gates
- NSW Code of Practice Construction Work July 2014

7.0 Attachments

- Safety and Security Fencing for Construction Sites Checklist (also available on the intranet)

This checklist will help you to determine the type of site security fencing for your construction site.

KNOWN HAZARDS AND POTENTIAL RISKS	Yes	No
Is the site in close proximity to residential dwellings or local schools and parks?	☐	☐
Is it located in a high pedestrian traffic area?	☐	☐
Are there excavations on site e.g. open trenches or manholes, utilities, pier holes or swimming pools?	☐	☐
Are there any impaling materials left on site e.g. reo bars, nails in timber or form work materials?	☐	☐
Is there potential for collapse e.g. concrete form work or batter areas of soil from cut site?	☐	☐
Is there a potential for the public to be hit by falling objects related to the works?	☐	☐
Is the public exposed to high-risk construction work, or plant and equipment?	☐	☐
Is there a potential for construction building debris (including wind-blown debris) to leave the site – e.g. inadequate waste containment?	☐	☐
Will the site be left unattended at any time e.g. lunchbreaks, overnight?	☐	☐
Are there any other hazards on site that need to be isolated?	☐	☐

If you **tick yes** to any, you will need to ensure that your risk assessment and/or Safe Work Method Statement documents fencing and security and the appropriate controls (i.e. type of fencing to be used).

High Risk sites – mesh fencing panels 1.8 meters high should be used.
Medium Risk Sites – recommended to use mesh fencing panels or Star Picket (and caps) with hi-vis fencing.
Low risks – recommended to use barrier boards or mesh fencing.

Refer to Wagga Wagga City Councils Operating Process GM.WHS.30 Site Fencing for further guidelines on the definitions of site risk and type of fencing requirements.

Note: There should be no gaps or holes in any site fencing as this will prevent unauthorised access